

4-5248

31 August 1953

**MEMORANDUM FOR:** The Executive Officer  
Office of the Acting Deputy Director (Administration)

**SUBJECT:** Coordination and Authentication of Agency Regulatory Material

1. I would like to suggest clarification of the working relationships and procedures of the Regulations Control Staff with the rest of the DD/A staff. As you know, proposed Agency regulatory issuances should be processed twice to the Deputy Director (Administration) in accordance with the established requirements for the publication of a formal Agency issuance. The first time should occur during the process of securing the concurrences of the heads of each of the five major Agency components. The second time occurs when proposed regulations are submitted to the Deputy Director (Administration) for formal authentication.

2. In practice, I have acted directly for the Deputy Director (Administration) in ensuring that the several components of the DD/A area collectively concur in proposed regulations. The procedure consists of providing each affected or responsible component with coordination copies of each proposed regulation and for ensuring that any nonconcurrences of these DD/A components have been resolved or are referred to the Deputy Director (Administration). In addition, I have brought directly to the Deputy Director (Administration) any questions wherein I was dubious concerning the probable policy or views of the Deputy Director (Administration).

3. The loophole in this procedure, however, is that it does not ensure that every proposed issuance receives DD/A scrutiny during the coordination period. In many instances, the Deputy Director (Administration) himself has not seen individual issuances until they are submitted for authentication. If at this point, the Deputy Director (Administration) nonconcurs in either the form or content of the regulation, it is embarrassing, to say the least, in view of the concurrences already received from the heads of the other major components. A further problem is that proposed and fully coordinated regulations submitted to the Deputy Director (Administration) for authentication are at this point often seen for the first time by other members of the DD/A staff. Proper staff study by other staff members at this time is not only tardy but delays authentication. Thus, the present procedure does not permit the early consideration of views and suggestions of the other staff members of the DD/A.

4. The simple solution to this problem appears to be as follows:

a. The undersigned to continue to assume general responsibility to assemble the concurrences and comments of the various DD/A components and to resolve differences, referring any special problems or unresolvable nonconcurrences to the Deputy Director (Administration) for resolution.

b. The Regulations Control Staff to continue to assist in resolution of the many differing views and comments of the various major Agency components and to ensure that no issuance is submitted for authentication until all comments and nonconcurrences have been adjudicated or resolved by proper authority.

c. A copy of every draft regulation being sent out for coordination to be sent to the office of the DD/A itself for review by his staff specialists, and referral to the Deputy Director (Administration) where warranted. In each case a "general" concurrence, nonconcurrence, comments, or specific instructions would be returned to the Regulations Control Staff to be taken into consideration along with the replies or concurrences of all the other DD/A components and those of the other major Agency components.

d. In any instance where the Deputy Director (Administration) desires to take direct action with any Agency component proposing a regulatory issuance or to assign responsibility to another staff officer to supervise the revision or resolution of differences on any particular regulation, the Regulations Control Staff would be so advised.

5. I believe the above procedure will provide for better balances and more timely assurance of DD/A policy concurrence and provide more prompt action when the Deputy Director (Administration) believes proposed regulations are inadequate or should receive prior general policy determination from the Deputy Director of Central Intelligence or the Director of Central Intelligence.

6. If you agree with this procedure, we will immediately commence to forward copies of every proposed regulation to the Deputy Director (Administration) for staff review, general concurrence, or other instructions at the time such materials are sent to all other coordinating components.

[REDACTED]  
Special Assistant to the  
Deputy Director (Admin.)

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SA/IDA:KDE:mes (28 August '53)